

LEAVE OF ABSENCE UNDERGRADUATE and SECOND BACHELOR'S DEGREE STUDENTS

ATTN: For GRADUATE AND CREDENTIAL STUDENT leave of absence, please go to:
www.fullerton.edu/graduate (click on the link for 'Graduate Forms and Documents')

What does Stop-Out policy have to do with my request for a leave of absence?

Undergraduate and post-baccalaureate second bachelor's students who need to be absent from the University should **first make use of a stop-out semester before seeking to use the leave of absence policy**, as explained below.

IMPORTANT – ARE ALL STUDENTS ELIGIBLE FOR USING THE STOP-OUT POLICY?

Not eligible for a stop-out semester:

- **Academically disqualified students**
- **Foreign visa students**
- **Graduate students**
- **Credential students**
- **Students who have been on an approved leave of absence for two semesters or more** cannot add a stop-out semester at the end of their approved leave period in an effort to extend their period of absence from the university.

Stop-Out Policy

- **pertains to Spring and Fall semesters only** (Summer Session and Intersession do not count as terms that are a part of the stop-out policy)
- **no form to fill out** (can be non-enrolled for one semester)
- **must return to enrolled status** in the semester immediately following a stop-out semester
- **registration information** will be automatically available for the term following stop-out
- **can be used more than once, but not for two semesters in a row** (students are not permitted to use stop-out policy for consecutive semesters)
- **cannot be used** the first semester you are admitted to CSUF

EXAMPLE (please note: Intersession and Summer Session do not pertain to stop-out policy)

SPRING 2009	FALL 2009	SPRING 2010	FALL 2010	SPRING 2011	FALL 2011	SPRING 2012
Enrolled	ON STOP-OUT	MUST ENROLL (or request Leave of Absence)	Enrolled	Enrolled	ON STOP-OUT	MUST ENROLL (or request Leave of Absence)

WARNING: If the student does not enroll in the semester immediately following a stop-out semester, the student is discontinued and must apply for readmission to Cal State Fullerton should the student wish to return as a matriculated student.

Leave of Absence Policy

If the student has used a stop-out semester, but still needs to be absent from the university, the student can submit a request for a leave of absence **if the reason for the request is one of the circumstances listed on the leave of absence request form that follows these instructions**. Leave of Absence requests are reviewed and **can either be granted or denied**.

When submitting a leave of absence request:

- Make sure you **first make use of a stop-out semester** (if eligible to use stop-out, as explained above)
- Make sure the **reason for your leave request is one of the reasons listed** on the form
- **Complete and sign** the 'Request for Leave of Absence' form
- **Attach documentation** as explained below.

Documentation for a Leave of Absence request

It is important to provide appropriate documentation for your leave of absence request:

- An attached statement from the student describing the reason for requesting a leave of absence **is not considered documentation.**
- **Documentation must be from a source other than the student to verify the reason for the request** (example: verification letter from a health care provider, military orders, study abroad contract, etc).

If your Leave of Absence request is submitted without any documentation, your form will be returned to you without processing. The form can only be resubmitted when appropriate documentation is attached.

Download form that follows: Request for Leave of Absence

Revised 01/26/11



Request for Leave of Absence
Undergraduates or Second Bachelor's Degree Students

Name _____ Student ID Number _____

Street _____

City, State, Zip Code _____ Telephone (_____) _____

Leave of Absence Policy

An approved leave of absence authorizes the student to return without reapplying to the university and continue under the catalog requirements that applied prior to the absence. A Leave of Absence may be requested for one semester based on certain documented extenuating circumstances, or two semesters for the reasons stipulated below (documentation also required).

One semester (not including stop-out semester)

- **Documentation** – Required for all requests (no exceptions)
- **Deadline for submitting form** – This form must be submitted **no later than** the last day of the term for which you are requesting the leave of absence:
Last day of term = date grades are due in the Records Office for that semester (as published in the class schedule) Leave of Absence requests for a term that has ended will not be accepted.

Two semesters (not including stop-out semester)

Requests for a Leave of Absence of two semesters in length are confined to circumstances of:

1. Illness or disability – self or immediate family member (permanent or temporary, including pregnancy)
2. Active duty in the armed forces of the United States
3. Study Abroad programs
4. Educational/professional training programs not available at Cal State Fullerton
 - **Documentation** – Required for all requests (no exceptions)
 - **Deadline for submitting form** – This form must be submitted **no later than** the last day of the term (as defined above) for the first of the two semesters being requested.

Maximum Leave of Absence request: Two semesters – (not including stop-out semester)

Use of Policy: This policy is not designed for repeated use.

Extensions: A Leave of Absence cannot be extended. If approved, it is for the specified semester(s) only.

Decision: You will receive notification of the decision by mail.

Request for: One semester _____ or Two semesters _____
(Check One Only) (Term) (Term) (Term)

Reason for requesting a Leave of Absence (attach documentation) _____

Today's Date _____ Student Signature _____

OFFICE USE ONLY:

Approval: _____ for _____ Denial _____
(Term) (Term)

Return by: _____

Comments: _____

Signature: _____ Date _____